

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

Proclamation Policy

I. Purpose

The purpose of this policy is to establish a consistent and transparent process for the issuance of ceremonial proclamations by the City. Proclamations are intended to recognize noteworthy events, organizations, individuals, causes, or achievements that positively contribute to the community and promote the health, safety, welfare, history, culture, or civic life of the City.

Proclamations are ceremonial in nature and do not establish law, create legal rights, or constitute an official policy position of the City.

II. Authority

The Mayor is authorized to issue ceremonial proclamations on behalf of the City in accordance with this policy. The Mayor may consult with the City Council or City Administration as appropriate.

III. Eligibility

The City may issue proclamations recognizing:

- National, state, or local observances that promote public awareness or civic engagement.
- Nonprofit organizations providing a significant public benefit.
- Community events held within or substantially benefiting the City.
- Individuals or groups for outstanding achievements, public service, volunteerism, military service, educational accomplishments, or other exceptional contributions to the community.
- Milestone anniversaries of organizations serving the community.
- Other matters determined by the Mayor to be in the public interest.

IV. Ineligible Requests

The City will not issue proclamations that:

- Endorse or oppose political candidates, campaigns, ballot proposals, or political parties.
- Promote or oppose religious organizations, doctrines, or beliefs.
- Promote commercial products, businesses, or for-profit enterprises, except when recognizing significant community contributions or anniversaries.
- Recognize matters that are primarily personal or private in nature unless they involve extraordinary public service or achievement.
- Contain language that is discriminatory, defamatory, obscene, or inconsistent with local, state, or federal law.
- Conflict with the City's adopted policies, mission, or legal obligations.

V. Request Procedures

1. Requests must be submitted in writing using the City's proclamation request form.
2. Requests should be received at least **30 days** prior to the requested presentation date.
3. Requests shall include:
 - Name and contact information of the requester.
 - Proposed proclamation title.
 - Requested presentation date (if applicable).
 - Background information supporting the request.

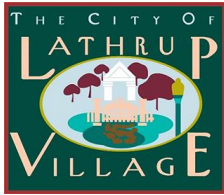
Bruce Kantor
Mayor

Kelly Garrett
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

John Sousanis
Council Member



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- Draft proclamation language, if available.
- 4. Submission of a request does not guarantee approval.

VI. Review Process

City Administration shall review requests for completeness and compliance with this policy before forwarding them to the Mayor for consideration.

The Mayor reserves the right to:

- Approve or deny any request.
- Edit proclamation language for clarity, accuracy, consistency, or legal compliance.
- Determine whether a public presentation is appropriate.

The Mayor's decision shall be final.

VII. Presentation

Approved proclamations may be:

- Presented at a City Council meeting.
- Presented at a community event.
- Delivered electronically or by mail.
- Published on the City's website or social media at the City's discretion.

Presentation of a proclamation is subject to scheduling and availability.

VIII. Disclaimer

Issuance of a proclamation is honorary and ceremonial only. A proclamation does not constitute an endorsement of any organization, program, product, viewpoint, or event by the City, its elected officials, or its employees.

IX. Exceptions

The Mayor may waive procedural requirements when circumstances warrant, including emergency recognitions, memorial observances, or time-sensitive national or state proclamations.

X. Effective Date

This policy shall become effective upon adoption by the City Council and shall remain in effect until amended or repealed.

Bruce Kantor
Mayor

Kelly Garrett
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

John Sousanis
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